



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 612.1

Job Title: **JAIL MEDICAL SPECIALIST**

Pay Grade: 17

GENERAL SUMMARY:

Under the medical supervision of a physician, performs intake medical screening, diagnostic and therapeutic services for city jail detainees as assigned by the Jail Health Section of the Health Department.

RESPONSIBILITIES:

- Performs physical examinations using appropriate instruments; orders diagnostic tests based on a predetermined protocol approved by a physician.
- Obtains laboratory specimens when indicated or as requested by the physician and executes physician's orders.
- Consults with a physician to determine the priorities of medical care needs and to differentiate between normal and abnormal findings from examinations and diagnostic assessments.
- Collaborates with the physician in the management of chronic and commonly occurring illnesses following the establishment of a diagnosis and treatment plan by a physician.
- Interviews patients and records their medical history; verifies medical treatment history with private physician when necessary.
- Provides health education and anticipatory guidance relating to health maintenance and improvement to individuals and families.
- May counsel patients on various drug rehabilitation programs and mental health/mental rehabilitation programs.
- May maintain inventory of supplies needed to provide medical services.

SPECIFICATIONS:

KNOWLEDGE:

Requires successful completion of a standardized program of medical education for a patient care occupation which provides essential knowledge and clinical practice of at least: suturing, pharmacology, routine laboratory tests, complete physical assessments, therapeutic planning, emergency procedures and follow-up actions for pre-existing illnesses.

EXPERIENCE:

Six months of experience in an emergency setting or minor medical clinic are required.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

External Contacts:

Level of external contact is primarily with lower-level service representative and vendors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Jail Medical Specialist
Senior Jail Medical Specialist
Jail Medical Specialist Supervisor

Effective: October 1990

Revised: April 1992